

Metropolitan School District of Wayne Township

**CHILD NUTRITION SITE SUPERVISORS**

**SALARY AND BENEFIT SCHEDULE**

**July 1, 2017 – June 30, 2019**

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**I. SALARY AND RESPONSIBILITIES**

**A. Work Hours/Salary Basis/Twelve-Month Pay**

Child Nutrition Site Supervisors work 8 hours per day with a 30 minute non-paid lunch. Beginning with an employee's first paycheck of the academic year, he/she shall have his or her annual pay divided into twenty-six (26) equal installments. Pay dates will be scheduled for Fridays.

Child Nutrition Site Supervisor's salary will be established on a per diem basis with a minimum of two hundred thirty five (235) work days.

**B. Responsibilities**

Child Nutrition Site Supervisors shall be responsible to the Director of Child Nutrition or his or her designee.

**C. School Closing Procedures**

Child Nutrition Site Supervisors are expected to work on school closing days, unless otherwise directed by the Superintendent.

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**DAILY SALARY**

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<b>Level</b>	<b>2017-2019</b>
<b>A</b>	<b>\$209.15</b>
<b>B</b>	<b>\$223.75</b>
<b>C</b>	<b>\$243.20</b>

**II. INSURANCE – Full time employees**

**A. Group Term Life**

The Board of Education shall provide a group term life policy in the amount of \$47,000 for each employee with the provision that each shall contribute \$1.00 per year toward the premium.

**B. Group Health**

1. The Board shall provide the following contribution toward the per pay membership cost of an approved health insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

<b>Plan</b>	<b>2017-2019</b>
Single	\$188
Employee + (Child)ren	\$346
Employee + Spouse	\$360
Family	\$470

2. Site Supervisors who retire prior to Medicare eligibility may remain in the health insurance group in which they held membership at the time of retirement. Membership will be discontinued at Medicare eligibility or upon death of the member. Site Supervisors shall make semi-annual payments in advance for the health insurance premium.

**C. Group Dental**

The Board shall provide the following contribution toward the per pay membership cost of an approved dental insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

	<u>Employee</u>	<u>Double</u>	<u>Family</u>
<b>All Plans</b>	\$5.54	\$5.54	\$5.54

**D. Section 125**

Section 125 of the IRS code allows an employee to pay his or her share of health and dental premiums with before-tax dollars, thereby reducing tax deductions on the money paid for insurance benefits. Employees may participate in the Flexible Fringe Benefit Plan as long as such is provided for by law or IRS rules.

**III. RETIREMENT**

**A. PERF**

The Board of Education shall pay the Child Nutrition Site Supervisor's share of the Public Employees' Retirement Fund (PERF) of three percent (3%).

**B. Severance Pay**

Upon retirement, any Child Nutrition Site Supervisor who has accumulated a minimum of 60 days and a maximum of 115 days is entitled to:

1. An additional fifteen (15) days pay at the current rate, and
2. An amount equal to twenty (\$20) multiplied times the number of unused sick days over sixty (60) accumulated sick leave days on record with the school corporation at the time of retirement.

The retirement severance pay is computed on a formula utilizing the number of accumulated sick leave days. However, retirement severance pay is not and should not be interpreted nor construed as pay for unused sick leave days, nor is it the buy back of the school corporation of the employees used sick leave.

3. Entitlement to these severance pay provisions shall be conditioned upon the following:
  - a. The employee shall be fifty-five years of age or older.
  - b. The employee shall have ten or more years of service in Wayne Township.
  - c. The employee shall have made application for PERF retirement benefits.

**IV. ALLOWABLE DEDUCTIONS**

Employees are eligible to participate through payroll deductions in the following program:

- Tax Sheltered Annuity
- Disability Insurance
- Voluntary Term Life Insurance
- Voluntary Vision Insurance

**V. LEAVE PROVISIONS**

**A. Sick Leave**

1. On July 1, full-time personnel shall receive seven (7) sick days. New employees will be assigned a share of sick leave according to the following schedule:

July	7 days	January	4 days
August	6 days	February	3 days
September	6 days	March	3 days
October	5 days	April	2 days
November	5 days	May	2 days
December	4 days	June	1 day

2. An employee will be required to submit a physician's statement in order to be paid for two (2) or more consecutive sick leave days.
3. Unused sick leave shall be accumulated to a maximum total of one hundred forty-five (145) days. Once one hundred forty-five (145) days have been accumulated, and the employee begins the year with the same, no additional days will be provided. If any portion of the accumulation is used during a calendar year, the employee will receive new days at the start of the next calendar year up to the annual maximum of seven (7). An employee may begin the year with no more than one hundred forty-five (145) days.

4. Each employee may donate one or two sick leave days each school year to another Wayne classified employee who has exhausted his or her sick leave and income protection benefits (see income protection eligibility). Such donation must be in writing over the signature of the giver.

**B. Income Protection**

1. Full-time employee with three (3) years or more experience (at full-time capacity) will be eligible for additional income protection according to the following provisions:
  - a. Benefits will begin after all accumulated sick leave has been used and after an additional waiting period of five (5) working days.
  - b. Salary benefits will be equal to sixty-six and two-thirds (66 2/3%) of the hourly rate of pay of the employee.
  - c. Benefits will continue one week (5 days) for each year of service in Wayne Township Schools, up to a maximum of twenty (20) weeks per employee, per career.
  - d. The employee shall furnish to the employer prior to the assumption of such benefits a physician's certificate stating the employee's inability to perform his or her duties. During the extended illness the employee shall submit new physician's certification every thirty (30) calendar days.

**C. Emergency Leave**

**1. Family Illness**

- a. Child Nutrition Site Supervisors will be granted a maximum of three (3) days per year of emergency leave in case of illness or accident in the immediate family. The definition of immediate family is found in the section of Immediate Family Death Leave.

July	3	January	1.5
August	3	February	1.5
September	2.5	March	1
October	2.5	April	1
November	2	May	.5
December	2	June	.5

- b. Additional days needed for the purpose of family illness may be taken, but shall be deducted from accumulated sick leave. Any absences or two or more consecutive days must be documented with a medical excuse.
- c. One day of emergency leave may be used as a business day if requested no less than one day in advance. Business Days must be taken in full day increments. Business days are not permitted on the day before or after a holiday or recess period.
- d. The unused portion of these days at the end of the work year shall be added to the next year's available sick leave. The Income Protection Plan shall not be used for family illness.

**2. Immediate Family Death**

Emergency leave for death in the immediate family for a period of not more than five (5) work days shall be granted. The five work days shall begin on the day of death or the day immediately following the death. The Site Supervisor shall determine which days shall be the beginning of the date of leave.

Immediate family is interpreted to mean: father, mother, brother, sister, husband, wife, child, grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparent, brother-in-law, sister-in-law, or any other relative who at the time of death is living as a member of the household of the cafeteria Site Supervisor. These five days will not be deducted from accumulated sick leave.

**3. Other Family Death**

Cafeteria Site Supervisors are entitled to one (1) day of leave with compensation in the case of death of aunt, uncle, niece, or nephew. This leave will be for attendance at the funeral and will not be charged against sick leave.

**D. Paid Holidays**

- 1. Cafeteria Site Supervisors shall be paid for the following seven (8) holidays annually:
 

New Year's Day	Memorial Day
Presidents' Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	Independence Day
- 2. Any Site Supervisor who is absent from work for any part of the day preceding or following a scheduled holiday or recess period must have a physician's certificate of illness before (s)he will receive pay for the holiday or be allowed to use a sick day for the absence prior to a school recess (ex: Fall Break and Spring Break). Leave for immediate family or other family death shall not be restricted by this item.

**E. Attendance Bonus**

Annually, cafeteria Site Supervisors (employed the entire year) with exemplary attendance (0-1 absences, excluding bereavement leave) will be awarded an attendance bonus. Said bonus will be paid according to the following schedule:

<u>Days Missed</u>	<u>Amount</u>
0	\$150.00
1	\$100.00

**VI. MISCELLANEOUS PROVISIONS**

**A. At-Will Employees**

Persons covered by these provisions are at-will employees whose employment will continue as long as the individual's performance is satisfactory and the position occupied continues to exist, unless notified otherwise.

**B. Law**

Parties to this agreement understand that all provisions must remain consistent with Federal and State law and that such law takes precedence over terms of the agreement.

**C. Payroll Distribution**

Employees shall have their pay deposited directly to accounts in financial institutions which are members of the Automatic Clearing House program.

**D. Other Conditions**

Beginning and ending times, assignments, and other conditions of employment not specified elsewhere in this benefit schedule may be changed or altered with appropriate notice from the management staff. If the changes impose difficulties, the employee may seek the assistance of the Human Resources Office in securing a different position in the district when such positions become available.

**E. Shoe Reimbursement**

Shoes: All employees will wear a SLIP RESISTANT, black shoe – this is different from a non-skid sole. The district will reimburse the employee up to \$50.00 per school year for one pair of shoes. Employees have 2 options for shoes:

1. Purchase the shoes through Shoes For Crews – shoes may be ordered through the food service department, and the employee will be billed for cost of the shoe less the district stipend.

2. Purchase SLIP-RESISTANT shoes at a local store. Shoes MUST be approved by the food service office prior to being worn. Receipts need to be turned in by November 15 for the stipend payment in December or by April 15 for the stipend payment in May.

**F. Postings and Transfers**

1. Any employee who wishes to apply for transfer to any posted position may complete the Request For Transfer form and submit it to the Human Resources Office.
2. Any employee who wishes to apply to any other posted position may submit a letter of interest to the Human Resources Office. All employees will be notified of the job status.

**G. Termination of Employment**

Any employee leaving the MSD of Wayne Township of his or her own accord shall submit a letter of resignation to his or her supervisor.